

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **DEPUTY DIRECTOR of COMMUNITY SERVICES**

Jurisdictional Class: **Competitive**
Date Adopted: **February 10, 2003**
Date Revised:
Jurisdictions: **County**
Union Status: **(To be determined)**
Pay Grade:

DISTINGUISHING FEATURES OF THE CLASS: A Deputy Director of Community Services assists the director and, within legal parameters, acts in place of an absent director. Incumbents may exercise administrative supervision over some or all program personnel, directly supervise particular activities, perform administrative support duties and carry a small caseload. They work under general supervision and do related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Plans, directs and coordinates the activities of a major segment of the agency;
Develops and recommends department wide policies to the Department Head;
Interprets and implements collective bargaining agreement;
Develops, implements and supervises state aid and other programs;
Oversees quality assurance including chart review and consumer satisfaction;
Oversees community services programs;
Evaluates and reports on staff performance; Provides clinical supervision and consultation to professional staff; Assists the Director in maintaining proper discipline of the staff;
Assists the director in formulating operating plans, policies, procedures and budget;
Drafts and implements policies, budgets and reports;
Identifies and works closely with Director to correct systemic problems to improve the coordination of quality care, client outcomes and overall customer satisfaction throughout the entire service system;
Establishes and maintains liaison with internal and external agency personnel to maximize delivery of care; Assists director in coordinating programs with other boards and agencies;
Represents the agency as assigned; Represents the agency at meetings;
Gathers information on community needs to identify areas where services could best be focused;
Analyzes statistical data and impact of the underlying facts on delivery of services;
Reviews case reports from subordinate staff; identifies problem areas and acts with staff to resolve problems;
Prepares statistical and narrative reports and general correspondence; Analyzes statistical data and impact of the underlying facts on delivery of services;
Maintains a variety of records;
Prepares a variety of documents and reports as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Comprehensive knowledge of personality development and of the factors which contribute to mental, emotional, and social maladjustments and deficiencies; comprehensive knowledge of the causes, effects, and symptoms of drug abuse, alcohol abuse, and mental illness, and of counseling and psychotherapeutic techniques to treat those affected; good knowledge of administrative procedures and techniques; working knowledge of mental health, medical, legal, vocational, and social service providers and other available community resources. Ability to plan, direct, coordinate and

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Last Updated: n/a
Reviewed By: n/a
Last Reallocated: n/a

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evaluate the work of others; to establish and maintain rapport with service providers, patients and their families, and working relationships with staff. Ability to collect and evaluate information on the need for community mental health services; to maintain records and prepare reports. Ability to make decisions; and to present ideas effectively. Sound professional judgment.

MINIMUM QUALIFICATIONS:

- (A) A masters degree from an accredited college or university in social work, nursing, psychology or rehabilitation counseling, **AND** six (6) years experience providing direct patient services in a community mental hygiene agency, one (1) year of which must have been in a supervisory or administrative capacity; **AND**
- (B) Meet one of the following criteria:
- (1) Certification and registration in New York State as a Certified Social Worker; **OR**
 - (2) Licensure and registration in New York State as a Registered Nurse; **OR**
 - (3) Licensure and registration in New York State as a Psychologist; **OR**
 - (4) Certification by the Commission on Rehabilitation Counselor Certification as a Certified Rehabilitation Counselor.

NOTE: Part-time employment can be pro-rated to count towards fulltime (Example: six (6) months PT equals three (3) months FT) and a higher level of education can be pro-rated for experience up to a year.

NOTE: This class requires extensive travel. Incumbents will be required to possess a valid, appropriate level, New York State Motor Vehicle operator's license, or otherwise demonstrate the ability to meet the travel needs of the job.